

Administration of Medication Policy
(Pastoral Care)

2019

Ashgrove Primary School



Learning, Caring, Growing Stronger Together

A PASTORAL CARE POLICY

Agree Date	Review Date	Person Responsible
2019	2021	Principal

This policy is written to reflect to following DENI guidance:

- Supporting Pupils with Medication Needs, 2008
- Recording SEN & Medical Categories, Guidance for Schools, 2019

The Board of Governors and staff of Ashgrove Primary School wish to ensure that children with medication needs receive appropriate care and support at school. There is no legal duty that requires school staff to administer medication, however, the Principal will accept responsibility in principle for members of school staff administering prescribed medication, or supervising children self-administering, during the school day **where those members of staff have volunteered to do so.**

Parents/guardians should keep their children at home if acutely unwell or infectious- refer to Attendance Policy.

UNCRC (RIGHTS RESPECTING SCHOOLS)

All children have Rights. We are a Rights Respecting School and place the UNCRC at the core of our ethos. The language of rights and ensuring all pupils access their rights is woven into this policy.

This policy has particular links to the following rights in the UNCRC:

- ❖ *Article 3: The best interests of the child must be a top priority*
- ❖ *Article 6: Every child has the right to life. Governments must do all they can to make sure children survive and develop to their full potential.*

Administration of medication is the responsibility of parents/guardians and any help given by school is on a voluntary basis.

Only essential medication with a dosage that cannot be taken outside school hours should be sent to school. These are likely to fall within three areas:

- Short-term or acute, such as a chest infection;
- Long-term such as asthma or ADHD; and
- Medical emergency which is unexpected or related to some known condition.

Parents/guardians are responsible for providing the principal with comprehensive information regarding the child's condition and treatment, for providing any medication required and for its safe removal at the end of term and/or treatment and/or shelf-life.

School does not keep a stock of painkillers, nor will it diagnose, prescribe and administer painkillers to children who become unwell.

Prescribed medication cannot be accepted by school without specific written and signed instructions from the parent/guardian. Neither aspirin nor ibuprofen should be sent to school. Staff cannot administer a non-prescribed medicine (e.g. Calpol) to a child unless there is specific written

permission from the parent/guardian.

School staff cannot force children to take medication. The school cannot accept items of medication in unlabelled containers. The school will make every effort to continue the administration of medication to a child during trips away from school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a child on a school trip if appropriate supervision cannot be guaranteed.

Medication plans will normally be drawn up by a health professional and all relevant parties briefed i.e. child, parents/guardians, teacher, classroom assistant, senior supervisory assistant, Principal. Members of staff will exercise appropriate confidentiality and sensitivity.

Members of staff are indemnified:

If a member of staff administers medication to a pupil, or undertakes a medical procedure to support a pupil and, as a result, expenses, liability, loss, claim or proceedings arise, the employer will indemnify the member of staff provided all of the following conditions apply:

1. The member of staff is a direct employee.
2. The medication/procedure is administered by the member of staff in the course of, or ancillary to, their employment.

The member of staff follows the procedures set out in this guidance and the school's policy together with the procedures outlined in the individual pupil's Medication Plan, or written permission from parents and directions received through training in the appropriate procedures.

d. Except as set out in the Note below, the expenses, liability, loss, claim or proceedings are not directly or indirectly caused by and do not arise from fraud, dishonesty or a criminal offence committed by the member of staff.

Note: Condition d. does not apply in the case of a criminal offence under Health and Safety legislation." (DENI & HSSPS, 2008, p.2-3)

PROCEDURES

A parent/guardian seeking support with a child's medication in school should speak to the principal and provide signed permission, details and instructions - refer to appendices. The principal will then ask a willing and appropriate member of staff to take responsibility for administering the correct dosage at the correct time, for monitoring any response, for recording the details and for the addition of signatures by an adult witness and self.

MEDICATION IN SCHOOL

Reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered by the parent/guardian to the teacher or other willing member of staff, **in the original secure container and labelled as dispensed**. Information should include:

- Child's name;
- Name of medication;
- Dosage;
- Frequency of administration;
- Date of dispensing;

- Storage requirements (if important); and
- Expiry date

Medication will be kept in a secure place, out of the reach of children. Unless otherwise indicated, all medication to be administered in school will be kept in a locked medicine cabinet in the school's hygiene room.

Keys will remain with the principal other than during administration by an authorised member of staff: Vice-Principal, Teacher, Senior Supervisory Assistant.

With some forms of medication, such as "EpiPens", it may be appropriate to keep one lot of medication in a secure place in the child's classroom and a second lot in the central medicine cabinet. Copies of medication plans and related forms will be taken on educational visits as appropriate, and always on residential trips.

The school will keep records, which they will make available for parents/guardians upon request.

ADMINISTRATION

Where it is appropriate to do so, children will be encouraged to administer their own medication (e.g. asthma inhaler), under staff supervision if necessary. Parents/guardians will be asked to confirm in writing if they wish their child to carry such medication and to self-administer.

Where a child uses an inhaler, one clearly labelled with the pupil's name and class must be lodged with the class teacher. Parents of pupils in P4-P7 classes, who wish their child to carry an **additional inhaler** on their person and to self-administer will be asked to complete the Self Administration section of the school's Parental Request for the Administration of Medication Form. Only in this instance will children be permitted to carry their own medication.

Staff will give due attention to hygiene, washing hands and wearing gloves as appropriate. Children whose parents/guardians wish them to administer their own medication will be encouraged to do likewise.

The school will not make changes to prescribed dosages on instructions from parents/guardians. If a child refuses to take medicines, staff will not force them to do so, but will inform the parents/guardians of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

Where training is required, members of staff who volunteer to assist in the administration of particular medication will receive any necessary training/guidance through arrangements made with the School Health Service and/or British Red Cross.

For each child with long-term or complex medication needs, the principal will ensure that an individual care plan is drawn up in conjunction with the appropriate health professionals. All staff will be made aware of the procedures to be followed in the event of an emergency.

THE ROLE OF PARENTS AND GUARDIANS

Medication is the responsibility of parents/guardians. They should renew the medication when supplies are running low and ensure that the medication supplied is within its expiry date. Parents/guardians should also notify the school in writing if the child's need for medication has ceased.

The disposal of medicines is the responsibility of parents/guardians. Medicines, which are in use and in date, should be collected at the end of each term. Date- expired medicines or those no longer required for treatment should be collected for transfer to a community pharmacist for safe disposal.

MEDICAL REGISTER IN SCHOOL

Unlike identifying learning difficulties in school, neither teachers nor educational psychologists are qualified or responsible for diagnosing a pupil's medical or physical condition. Therefore schools should only record a pupil's medical or physical condition on the Medical Register on the School Information Management System (SIMS) when evidence has been provided by the parent; or forwarded to school by the EA (where it may be included in a statement); or directly from a Health & Social Care Trust (HSCT) practitioner who will have parental consent to share the information.

There may be occasions when a school may need to record a pupil on the Medical Register when evidence has not been received. Some of these instances include:

- Recording information for Health & Safety reasons until more concrete evidence is received.
- Cases where parental responsibility is shared and the other parent has the relevant evidence.
- The family are asylum seekers and have no formal documentation.
- The parents have misplaced the paperwork.

The SENCo (Mrs Doherty) is responsible for maintaining the Medical Register.

Links to other Policies:

- ❖ Safeguarding Policy
- ❖ Pastoral Care Policy
- ❖ Drugs Awareness/Prevention Policy

Ashgrove Primary School

REQUEST FOR ASHGROVE PS TO ADMINISTER MEDICATION

The school WILL NOT give your child medicine unless you complete and sign this form, and the Principal has agreed that staff can administer this medicine.

DETAILS OF PUPIL

Surname: _____ Forename(s): _____

Address: _____

Date of Birth ____/____/____ Male Female

Class _____ Condition or illness _____

MEDICATION

PARENTS MUST ENSURE THAT IN DATE, PROPERLY LABELLED MEDICATION IS SUPPLIED

Name/Type of medication (as described on the container): _____

Date dispensed: _____ Expiry Date: _____

FULL DIRECTIONS FOR USE

Dosage & Method

NB Dosage can only be changed on a Doctor's instructions

Timing _____

Special precautions _____

Are there any side effects the school needs to know about? _____

Self Administration YES/NO (delete as appropriate)

PROCEDURES TO TAKE IN AN EMERGENCY

Contact details

Name _____

Phone No: Home _____ Mobile _____ Work _____

Relationship to pupil _____

Address _____

I understand that I must deliver the medicine personally to _____
(agreed member of staff) and accept that this is a service, which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signature(s) _____ Date _____

AGREEMENT OF PRINCIPAL

I agree that _____ (name of child) will receive _____
_____ (quantity & name of medicine) every day at _____
_____ (times(s) medicine to be administered e.g. lunchtime or
afternoon break).

The child will be given/supervised whilst he/she takes their medication by _____
(name of staff member).

This arrangement will continue until _____ (either end date of course of
medicine or until instructed by parents).

Signed: _____ Date: _____

(Principal/authorised member of staff)

THE ORIGINAL SHOULD BE RETAINED ON THE SCHOOL FILE AND A COPY SENT HOME TO THE PARENTS TO CONFIRM THE SCHOOL'S AGREEMENT TO ADMINISTER MEDICATION TO THE NAMED PUPIL.

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REQUEST FOR PUPIL TO CARRY HIS/HER MEDICATION

This form must be completed by parents/carers. If staff have any concerns, discuss this request with healthcare professionals.

DETAILS OF PUPIL

Surname: _____ Forename(s): _____

Address: _____

Date of Birth ____/____/____ Male Female

Class _____ Condition or illness _____

MEDICATION

PARENTS MUST ENSURE THAT IN DATE, PROPERLY LABELLED MEDICATION IS SUPPLIED

Name/Type of medication (as described on the container): _____

PROCEDURES TO TAKE IN AN EMERGENCY

Contact details

Name _____

Phone No: Home _____ Mobile _____ Work _____

Relationship to pupil _____

Address _____

Signature(s) _____ Date _____

Relationship to child: _____

AGREEMENT OF PRINCIPAL

I agree that _____ (name of child) will be allowed to carry and self administer his/her medication whilst in school and that this arrangement will continue until _____ (either end date of course of medication or until instructed by parents).

Signed: _____ Date: _____

(Principal/authorised member of staff)

THE ORIGINAL SHOULD BE RETAINED ON THE SCHOOL FILE AND A COPY SENT HOME TO THE PARENTS TO CONFIRM THE SCHOOL'S AGREEMENT TO ADMINISTER MEDICATION TO THE NAMED PUPIL.

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RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

Surname	
Forename(s)	
Date of Birth	
Condition or illness	
Date medicine provided by parent	
Name & strength of medicine	
Quantity received	
Expiry Date	
Quantity returned	
Dose & frequency	

Checked by:

Staff signature: _____ Signature of parent: _____

Date			
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Any reactions			
Name of member of staff			
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Any reactions			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			

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AUTHORISATION FOR THE ADMINISTRATION OF RECTAL DIAZEPAM

Child's name _____

Date of Birth _____

Class _____ GP _____

Hospital Consultant _____

_____ should be given Rectal Diazepam _____mg if he/she has a
 *prolonged epileptic seizure lasting over _____ minutes **OR** * serial seizures lasting over
 _____ minutes **OR** if the seizure has not resolved after _____ minutes

Doctor's signature _____ Parents signature _____

Date _____

NB: Authorisation for the administration of rectal diazepam

As the indications to administer diazepam vary, an individual authorisation is required for each child. This should be completed by the child's GP, Consultant and/or Epilepsy Nurse and reviewed regularly. This ensures the medicine is administered appropriately.

The authorization should clearly state: when diazepam is to be given e.g. after 5 minutes; how much medicine should be given; if a second dose of rectal diazepam should be given; and how the child presents before, during and after a seizure.

Included on the Authorisation form should be an indication of when an ambulance is to be summoned.

RECORDS OF ADMINISTRATION SHOULD BE MAINTAINED USING FORM AM4

